



Department
for Transport

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29th October 2019

Dear Supplier

INVITATION TO TENDER – Contract Reference: TLOT0016

1. You are invited by the Secretary of State for Transport, to submit a tender for Concessionary Travel Applications Decision Maker.
2. Please read all the documents listed in the Form of Tender. **Should your tender be accepted, these documents, your tender and any changes agreed in writing will form a binding contract between you and the Department.**
3. The contract will be for a period starting on 9th December 2019 until 31st March 2021 unless extended or terminated by the Authority.
4. You should note that this contract will be awarded on a firm price basis with no provision for prices to be reviewed.
5. If you do not wish to submit a tender, please return this covering letter which should be clearly marked “**No Tender**”. If you are willing to state your reasons for not tendering this would be appreciated and may help to inform us for future procurement exercises.
6. Bidders should provide their proposal via the AWARD e-portal. Electronic documents to be in a format that can be read by Microsoft Word or be in PDF. For access to this system, please email ruth.morley@dft.gov.uk
7. **Tenders must be delivered BY 12:00 hours on 15th November 2019**
Late tenders will not be admitted, and it is your responsibility to ensure that your tender is received on time.

8. The following appendices accompany this Invitation to Tender:
 - Appendix A – Specification
 - Appendix B – Response Guidance
9. You should submit your proposals/answer all questions via AWARD e-portal as outlined in Appendix B – Response Guidance.
10. You should not submit any additional information with your Tender other than that specifically requested in Appendix A – Specification or Appendix B – Response Guidance.

You can obtain further information about contractual issues from myself (The Commercial Officer) at the above address or from Carl Sutcliffe (The Contract Manager) at the Department for Transport, Tel 07827 955195 email: carl.sutcliffe@dft.gov.uk

We would like to draw your attention to the attached Armed Forces Covenant, which is a public sector pledge from Government, businesses, charities and organisations to demonstrate their support for the armed forces community. We encourage all Tenderers, and their suppliers, to sign the Corporate Covenant.



Armed Forces
Covenant.doc

Yours faithfully

Ruth Morley

For the Secretary of State for Transport